

CIRCUIT COURT FOR BALTIMORE CITY

Court Secretary I

The Circuit Court for Baltimore City seeks an experienced applicant for the position of Court Secretary I to provide a wide variety of duties for an Associate Circuit Court Judge. Responsibilities include transcribing shorthand/electronic dictation for the preparation of all confidential correspondence; typing drafts and completing memoranda; organizing and maintaining filing system and calendars; conferring with attorneys and general public in connection with court-related matters; exercising sound independent judgment in screening mail, telephone calls and visitors. The Court is seeking a person who is proficient in Microsoft Word and Word Perfect. The applicant must possess a proficient knowledge of grammar and usage, spelling, punctuation and vocabulary. Preferred qualification – experience as an assistant to a person in an executive or managerial position, with a minimum of 4 years experience.

Annual Salary for this position is \$41,139 with a benefits package. Interested applicants should submit a cover letter and resume to:

**Beverly B. Carter, Esquire
Court Administrator
Circuit Court for Baltimore City
111 N. Calvert Street, Suite 200
Baltimore, Maryland 21202
Please, no email responses
(410) 396-5188
(410) 752-5274**

Closing Deadline for receipt of resumes is April 10, 2008.

NON-CLASSIFIED POSITION

The Circuit Court for Baltimore is Equal Opportunity Employer